

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of your service appointment scheduled for [Date of Appointment]. As of today, we have [provide status update - e.g., completed the initial diagnostics, ordered parts, etc.].

We appreciate your patience and understanding as we work to complete your service as soon as possible. Please feel free to reach out if you have any questions or need further assistance.

Thank you for choosing [Your Company Name].

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]